START ROLE/RESPONSIBILITIES – PORTAGE CREEK AREA 2013

PRE-CONSTRUCTION

1) Review Tech Memos & updates
2) Check for updates to work plans (FSP, QAPP, SESC, Traffic, Debris)
3) Obtain maps
4) Establish grids & obtain map of work area sampling locations
5) Conduct pre-construction sampling of work areas
6) Plan & conduct confirmatory core sampling in creek channel
7) Pre-construction video and photo documentation
8) Stake & label grids / limits of SA

DAILY

1) Meetings
    a. Safety (AM)
    b. OSC meeting (AM)
        i. Identify problems & equip issues w/ potential ERRS or schedule impact
        ii. Confirm daily work tasks/schedule
        iii. Set priorities and be cognizant of impacts on other responsibilities
        iv. Need to potentially cover OSC representative / oversight role
            1. Respect limits of OSC representative role
    c. Daily Work Order (PM)
    d. Weekly START planning / scoping meeting (Friday PM)
        i. Go over next week schedule
        ii. Identify problems or equip issues
        iii. Ensure preparedness (additional personnel needs?)
2) Perimeter dust monitoring
    a. Staging Pad
    b. Excavation Area
    c. Notify OSC if dust up, monitor alarm
3) Noise monitoring
    a. Establish points & produce map
    b. AM & PM
    c. Be aware of major pump / equipment changes
4) Sediment sampling
    a. Ensure adequate supplies & materials
    b. Trimble operations check (in advance of grid sampling)
    c. Communicate with ERRS Foreman on sampling timing for proper preparedness
    d. Verification (every other grid at target depth – 48" in SA5A)
    e. Confirmation (every grid at visual clean)
    f. Sample preparation and shipping (notification to EQ, OSC)
    g. Results reporting

5) Other Sampling
    a. Wipe samples when demobing equipment
    b. Offer to assist with WWTP sampling as needed
    c. Aggregate borrow source sampling
    d. Aggregate re-use sampling
    e. Turbidity monitoring (offer to assist as needed)
6) General
    a. Maintain situation & operational awareness (see foreman & traffic control lists)
    b. Photo documentation
    c. Log book of site activities
    d. Route check for debris, problems along traffic route
    e. Conduct Site Walks
    f. Notify OSC of operational/safety issues, deviations

ADMINISTRATIVE

1) Maintain File
    a. File 1900-55's
    b. Manifests
    c. Records
2) Documentation (copies of all documents on hard drive)
    a. Excavation progress
    b. Operations photos
    c. Logbook
    d. Sampling result packages

SAFETY

1) Check if ground crew wears booties if in contact with excavated sediments
    a. Ensure boot washes are in place w/ clean water & brush at entry/exit points
2) Monitor engineered structures for movement, instability, collapse

SITE WALKS

1) While walking site day to day, report any problems with:
    a. Downed or broken stakes, replace as needed
    b. Pumps for operation, water/hose leaks, noise, fluid (fuel, oil, antifreeze) leaks
    c. See operational status magnet (ON, OFF, DOWN)
    d. Sipper well manifolds and suction lines for air leaks
    e. Fuel cells for low diesel, leaks
    f. Sheet pile coffer dams (overflow) - report high water levels using orange marks
    g. Discharge lines for movement, breaks, debris build up
2) Walk finished areas SA's (7,6,5C/D,Axtell) to identify issues (as assigned)
    a. Coir logs, sipper holes, flooding, bank collapse, blockages, debris build up